

# **BYLAWS – LOCAL 00296 THUNDER BAY COMPOSITE**

(March 12, 2014)

## **Local Bylaw 1: Name**

This organization is known as Thunder Bay Composite Local 00296 of the Union of National Employees (UNE), PSAC.

## **Local Bylaw 2: Aims and objectives**

### *Bylaw 2 Section 1*

This local unconditionally subscribes to, and accepts as its governing documents, the Constitution of PSAC and the bylaws of the Union of National Employees.

### *Local Bylaw 2 Section 2*

This local unconditionally subscribes to, and accept as its governing documents, the Constitution of PSAC and the bylaws of the Union of National Employees.

### *Local Bylaw 2 Section 3*

This Local fully supports the Public Service Alliance of Canada in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all PSAC members.

## **Local Bylaw 3: Membership**

People eligible for membership will be the employees of Aboriginal Affairs and Northern Development Canada, Canadian Heritage, Industry Canada including FedNor and Measurement Canada and Department of Foreign Affairs, Trade and Development and Passport program who work in the Thunder Bay area and who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada.

The jurisdiction of the Local shall be as assigned from time to time by the Union of National Employees.

## **Local Bylaw 4: Membership dues**

### *Local Bylaw 4 Section 1*

The amount of dues payable to PSAC and the Union of National Employees will be in accordance with the provisions of the PSAC Constitution and the bylaws of the Union of National Employees, as determined by each group's respective conventions.

### *Local Bylaw 4 Section 2*

In addition, local dues will be set as a flat rate of salary per member, per month. The local will inform the Union of National Employees of any changes to its dues, with supporting minutes as evidence. (Members may obtain information regarding their local dues on the Union of National Employees website.)

*Local Bylaw 4 Section 3*

The local may amend its membership dues by a majority vote of its members present and voting at an annual, regular or special meeting, provided that the local has posted notice of this motion at least 30 days before the meeting date.

**Local Bylaw 5: Local executive**

*Local Bylaw 5 Section 1*

The term of office for the local executive officers will be two years.

*Local Bylaw 5 Section 2*

The executive officers of this local will consist of, but not be limited to, those listed in Union of National Employees Bylaw 3, Section 4. <President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Chief Steward, Health and Safety Representative, and Communications Officer>

*Local Bylaw 5 Section 3*

Vacancies on the local executive that last for less than six months will be filled on an interim basis by the local executive's remaining members. Vacancies that will last for more than six months will be filled by election at a special or general meeting of the local. This meeting can be held no later than 45 days from the date at which the local executive became aware of the vacancy.

*Local Bylaw 5 Section 4*

For the role of the position of local president, see UNE Policy LOC 8. The local President shall file a report quarterly on the activities of the local Executive. This report shall be mailed or transmitted electronically to each member of Local 00296. The Local's President will also be the contact to receive mail for Local 00296.

*Local Bylaw 5 Section 5*

For the role of the position of local vice-presidents, see UNE Policy LOC 8.

*Local Bylaw 5 Section 6*

For the role of the position of local secretary, see UNE Policy LOC 8.

*Local Bylaw 5 Section 7*

For the role of the position of local treasurer, see UNE Policy LOC 8.

*Local Bylaw 5 Section 8*

For the role of the position of local Chief Steward, see UNE Policy LOC 8.

*Local Bylaw 5 Section 9*

For the role of the position of local health and safety representative, see UNE Policy LOC 8.

*Local Bylaw 5 Section 10*

The Communications Officer is responsible for ensuring open communication with Aboriginal Affairs and Northern Development Canada, Canadian Heritage, Industry Canada including FedNor and Measurement Canada and Department of Foreign Affairs, Trade and Development and Passport program; assist in the collection of contact information between organizations; and promoting the Local's and other relevant union events.

## **Local Bylaw 6: Finances**

### *Local Bylaw 6 Section 1*

No officers of this local may enter into any financial contractual understanding of agreement without prior approval by the national executive, or incur any expenses on behalf of the local in excess of \$200.00 without the prior approval of a majority of the members present at a regular monthly or special meeting.

No officers of this local may incur any expenses on behalf of the local in excess of fifty dollars (\$50.00).

### *Local Bylaw 6 Section 2*

For audited annual statements, see Bylaw 5, Section 9.

### *Local Bylaw 6 Section 3*

Locals will approve at least three and no more than five signing officers, one of whom is normally the Local's Treasurer, may hold signing authority for the Local's bank withdrawals. Each cheque issued by the local will carry signatures from two of these executive members to be valid. Amendments to these administrative arrangements should be made with the local's bank or credit union after new executive members are elected.

### *Local Bylaw 6 Section 4*

Up to a maximum of 85% of all Local dues shall be considered as the Local Strike Fund. Local Strike Funds may only be used for strike related activity (including potential top-up of strike pay).

## **Local Bylaw 7: Meetings**

### *Local Bylaw 7 Section 1*

The local's executive officers shall meet a minimum of six times per year. These meetings will be held to ensure the local properly conducts its business on matters such as collective bargaining, labour-management relations, human rights and health and safety promotion, and consideration and maintenance of membership lists.

### *Local Bylaw 7 Section 2*

The local's membership meetings will be held three times per year.

### *Local Bylaw 7 Section 3*

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least eight members in good standing.

#### *Local Bylaw 7 Section 4*

Special meetings may be called by the President or by the majority of the Executive Officers of the Local or upon petition often (10) or more members. Reasonable notice of this meeting will be provided.

#### *Local Bylaw 7 Section 5*

An annual membership meeting will be held in accordance with the Union of National Employees bylaws for the purpose of receiving annual reports, electing officers and considering other business. This meeting will be held in the first two months of the calendar year.

#### *Local Bylaw 7 Section 6*

Elections will be conducted by secret ballot and will proceed in the order of Elected in even numbered years:

- 1<sup>st</sup> Vice-President;
- Secretary;
- Health and Safety Representative; and
- Communications Officer

Elected in odd numbered years:

- President;
- 2nd Vice-President;
- Treasurer; and
- Chief Steward.

#### *Local Bylaw 7 Section 7*

A quorum for Executive Meetings shall be the President and/or their designate and at least two other members of the Local Executive.

### **Local Bylaw 8: Amending local bylaws**

#### *Local bylaw 8 Section 1*

A local's bylaws may be amended by a two-thirds majority vote of the members present at an annual membership meeting, provided 30 days' notice of the meeting has been issued and posted.

#### *Local Bylaw 8 Section 2*

All amendments and corresponding annual general meeting minutes must be forwarded to the Manager of Administration, Union of National Employees.

### **By-Law 9: Training**

Local 00296 members approved for training are expected to submit appropriate documentation and obtain allowances in accordance with the PSAC rates. In the event that training is approved and reimbursement is not available through PSAC and/or Union of National Employees, Local 00296 members will be approved for allowances in accordance with the national travel rates of the sponsoring body provided the necessary

support documentation is submitted to the Treasurer. The Local's executive shall review and pre-authorize all training opportunities that are offered to the Local in order to ensure that all members have the opportunity to participate.

**By-Law 10 – Conventions, National and Regional Meetings**

Any member interested in attending a national/regional meeting shall apply in writing stating the reasons he/she wishes to attend. Attendance of a member to any national/regional meeting shall be recommended by the Executive of the local and ratified by the membership. Election of the local delegate to the Union of National Employees Triennial Convention shall be in accordance with the Union of National Employees By-Laws.

Ratified at General Meeting of Local 00296 on [March 12, 2014](#).

**For further information related to local issues, please see:**

Bylaw 3, Sections 4,8,10,14 and 15—*Election of Officers*

Bylaw 4, Sections 14—*Local dues*

Bylaw 5—*Money and finances*

Policy FIN 2—*Financial assistance for locals/members*

Policy LOC 8 – *Duties of Local Officers*